



JOB DESCRIPTION

Position Title: **Engineer**

Working Area: **Petroleum Cleanup**

Class Code: 3601

Exempt

EEO Code: 02

Effective Date: August 30, 2002

Major Function

Coordinates the performance of the contamination assessment and remedial action activities for the 62-770 rehabilitation projects.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Reviews site specific scopes of work with the assistance of technical support personnel, negotiates these elements with contractors and prepares work orders for rehabilitation projects.

Performs on-site inspections and assists in making recommendations for corrective actions. Negotiates change in scope of work as required and prepares change orders.

Assures that all services are performed in accordance with applicable statutes, rules and written Department of Environmental Protection (DEP) guidance.

Performs a review of summary reports. Reviews and approves contractor invoices for completed work.

Monitors the environmental rehabilitation occurring at site and consultant's efficiency in accomplishing the cleanup in a cost effective and timely manner.

Responds to correspondence and telephone inquiries related to the pre-approval program.

Reviews new developments in instrumentation and analytical techniques.

Performs other duties as assigned or as may be necessary.



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Cleanup

Minimum Qualifications

Extensive knowledge of applicable environmental Federal, State and County laws, regulations and codes. Knowledge of environmental permitting requirements and processes. Knowledge of the apparatus and techniques used in field and laboratory testing related to pollution abatement and resource management related issues and activities.

Ability to communicate effectively both orally and in writing, with vendors, department directors, architects, engineers, contractors, management, and the general public. Ability to organize, expedite and set work priorities for program and assigned staff. Ability to analyze and interpret scientific and engineering data.

Skilled in the use of personal computers and associated software used for data analysis.

Bachelor's Degree in Environmental Engineering, or a related field and one (1) year experience in Environmental Management. Must possess and maintain a valid Florida driver's license.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The environment for this position involves some office work with field inspections. The incumbent in this classification may be required to stand or walk for prolonged periods of time while conducting inspections. The incumbent may be required to climb ladders to inspect contaminated sites. This position would be exposed to high levels of dust, dirt, fumes, noise and chemicals. Incumbents in this position must follow safety procedures carefully.